

EXAMPLES OF ACCEPTABLE VERIFICATIONS NEEDED TO DETERMINE ELIGIBILITY

(You may be required to provide additional verifications after the interview)

Identity For All Household Members: If age 16 or older, a picture ID is required: US Passport, Driver's license with photo/Picture State ID, Picture school ID, Picture military ID. For children aged 15 and under: medical, daycare, or school records may be used. Contact your FSS for more examples if you do not have an original document of one of these proofs.

Citizen/Immigration Status of Each Individual Applying For Assistance: U.S. Passport, Certificate of Naturalization/U.S. Citizenship, U.S. birth certificate, BCIS card. Contact your FSS for more examples if you do not have an original document of one of these proofs.

Social Security Number: Everyone requesting assistance must provide or show proof that they have applied for a Social Security Number.

Earnings: Pay stubs from the last 4 consecutive weeks, letter from your employer, or our Form 756. If self-employed, last year's income tax statement, profit/loss statement, proof of earnings, and expenses for this year.

Other Income: (Any income such as Social Security, SSI, VA, unemployment, interest, dividends, disability payment, money from friends/relatives, roomer/boarder payments, etc.) Copies of checks, check stubs, letter from agency/person making payments.

Employment Expenses: (Taxes, child care, transportation, mandatory deductions, cost of special clothes) Pay stubs, receipts, canceled checks, letter from the employer.

Terminated Employment: Letter from your employer stating your last day worked and reason for termination and proof of all gross wages paid in the current month, or our Form 756.

Marital Status/Divorce/Separation/Child Support/Alimony: Marriage certificate or all legal documents relating to the case, letter from the person making payments showing the amount and frequency of payments, completed & signed Form 725.

Cash Resources: Passbooks, bank or credit union statements, broker or trustee statements, retirement accounts and trusts, all with updated balances.

Vehicles: (Includes cars, trucks, campers, boats, motorcycles, snowmobiles) Title and registration, bill of sale, amount owed not including interest.

Life Insurance: The actual policy and proof of current face and cash value.

Real Estate: (Personal and Business Property) All documents including deeds, mortgages, tax bills, insurance policies, purchase and/or sales agreements.

Residence/Shelter Expenses: Rent, mortgage payments, taxes, heat, electricity, insurance, telephone, sewage, and garbage fees. A current rent receipt signed by your landlord with your name, address, date, amount of rent and whether heat or utilities are included, current receipts, canceled checks, statement from person you live with regarding charges for room or food, current utility bills, or our Form 775.

Student Status: A letter from the school showing the student attends at least ½ time. Letter showing amount and period covered by scholarships, grants or loans, letter or receipts for school related costs.

Medical expenses: Receipts, canceled checks, bills from physicians, dentists, hospitals, pharmacists, evidence of cost of health insurance premiums and copy of front and back of insurance card.

Disability/Incapacity/Blindness/Pregnancy: For pregnancy, a letter from a physician stating the due date and number of fetuses. For child care or food stamps, a letter from a physician stating how long the medical condition is expected to last. For financial or medical assistance, a physician or specialist must complete the forms we give you.

Child or Adult Day Care: Receipts for the cost of care and hours of service provided, letters from employers or schools indicating employment or training status.